

# **TANF Operating Agreement**

**Between the**

**Confederated Tribes of the Colville Reservation Tribal TANF Program (CTTP)**

**And the Tri-County Community Service Office (CSO)**

**October 2004**

This summary constitutes a record of the operational agreements reached between the Confederated Tribes of the Colville Reservation (Colville Tribes), Tri-County Community Services Office (CSO), and Region 1 Community Services Division, for the continued operation of the Colville Tribal TANF program (CTTP).

The purpose of this agreement is to continue the government-to-government working relationship between all of the parties; and to assure that all of our mutual clients continue to receive the best possible services during the day-to-day operation of our TANF programs.

**1. Identification of Tribal TANF Cases:**

A. Within the geographical area defined by the Colville Tribes TANF Plan, the Colville Tribal TANF Program (CTTP) continues to serve:

1. All families with at least one enrolled American Indian- adult or child- within Chelan, Okanogan, Ferry, and Douglas Counties.
2. All members of an American Indian Tribe or Alaska Natives who reside on the Colville Reservation.
3. Within the area of Grant, Lincoln, and Stevens County CTTP will serve only families with at least one enrolled Colville family member.

B. The Colville Tribal TANF Service Area covers Okanogan, Ferry, Stevens, Douglas, Grant, Lincoln, and Chelan counties.

C. The CTTP assists applicants to obtain misplaced documentation of enrollment.

D. If a question arises about which state or tribal TANF program should serve a family, the state or tribal TANF program to which the family first presents itself takes their application for TANF and forwards the application and relevant information to the Tri-County CSO. The Tri-County CSO contacts the other TANF program(s) to resolve who serves that family. If family's case needs to be transferred, the Tri-County CSO forwards that information on to either the CTTP or other relevant TANF program.

- E. The Tri-County CSO and the Colville Tribal TANF programs have each designated a contact person to resolve questions about which program will serve a family. The contact persons for this purpose are:

Colville Tribe: Colville Tribal TANF director  
Tri-County CSO: CSO Administrator

2. **Transfer of Cases:**

The Tri-County CSO makes any information available to CTTTP needed to facilitate a case transfer; however, the parties have agreed that the routine information to be transferred will be limited to Automatic Client Eligibility (ACES) screens containing relevant information to determine eligibility, three (3) months of documentation, and permanent record identification.

3. **TANF Related Food Assistance / Medical Assistance:**

- A. Colville Tribal TANF applicants approved through the Colville Tribes who want food assistance and/or medical assistance complete a state application form and apply through the Tri-County CSO. The application is faxed or mailed to the CSO. The Colville Tribes attach a form that verifies income, identification and household composition, if available.
- B. The Tri-County CSO arranges a telephone interview for food assistance either at that time or schedule a telephone interview and mail a letter to the client that includes date, time and telephone number the CSO will call. If the client has no telephone available the CTTTP will arrange for the telephone access. If additional items of verification are needed to complete the application, either the client or the CTTTP provides them.
- C. If a Colville Tribal TANF applicant contacts a CSO, the CSO should process food assistance if the household is expedited, fax application to Tri-County, who will fax to the Colville Tribal TANF program. That CSO would also send the case and/or application to Tri-County.
- D. If an applicant needs retroactive medical assistance, Colville Tribal TANF determines if the adult applying would have been eligible for a TANF grant during the three retroactive months and advises the Tri-County CSO.

4. **EBT:**

- A. Pending or upon approval of assistance, the applicants contact their nearest CSO to obtain an EBT card. If requested, the card is mailed to the client from Citibank.

**5. Child Care:**

- A. TANF-related childcare is available through the Tri-County CSO to clients receiving Colville Tribal TANF benefits. The CSO coordinates and processes childcare requests from Colville Tribal TANF recipients. Applications and changes of circumstance are handled over the telephone.

**6. Changes of Circumstances:**

- A. The client is responsible for reporting changes to the CSO. However the CSO may request information about resources and income verification from the Colville Tribe to facilitate re-determination for food assistance, medical and Working Connection Child Care.
- B. When a Colville Tribal TANF recipient reports changes in income and/or circumstances to the Colville Tribe, the Colville Tribe forwards this information to the Tri-County CSO within 5 working days.

**7. Terminations:**

- A. The Colville Tribe notifies the Tri-County CSO of any termination of Colville Tribal TANF benefits and specifies the reason for termination.
- B. When a Colville Tribal TANF family leaves the Colville Tribal TANF service area, the Colville Tribe will notify the Tri-County CSO. The Tri-County CSO transfers the records as requested by any other CSO.

**8. Communication and Referrals:**

- A. The contact persons designated by the parties in Section 1., above also provide liaison and assistance between the offices for Food Assistance, Medical Assistance, Child Care, General Assistance, ensuring emergencies are quickly resolved and professional communication takes place. FAX and e-mail is also used, as available.

**9. Technical Assistance and Training:**

- A. Region 1 Community Services has committed to providing technical assistance and training to tribal TANF staff whenever possible and appropriate. This may include training on SSI facilitation, Child Care, and other topics relevant to case management and TANF service delivery. CTPP has also expressed their willingness to share training with Tri-County CSO staff whenever possible and appropriate.
- B. In acknowledgement of the intent of both parties:

1. The Tri-County CSO and CTPP will, upon request, arrange an orientation of their offices and basic programs and services, to help each other provide better client service;
2. The Tri-County CSO and Region 1 Community Services will continue to invite CTPP staff to any appropriate local or regional training;
3. CTPP, the Tri-County CSO and Region 1 Community Services will share and exchange written materials and information about resources (journals, research papers, web sites, and so on) which appear relevant to TANF administration and/or service delivery; and
4. CTPP and Tri-County CSO staff will continue to meet with each other to clarify, refine, and further improve the operation of their programs and their government-to-government relationship.

**10. Sanctions:**

The CSO does not approve applications from an identified Colville Tribal TANF recipient who is in sanction status with CTPP.

**11. Data Sharing Agreement:**

- A. The Tri-County CSO shares available data concerning the number of Tribal members receiving DSHS assistance in the service area, upon request of CTPP.
- B. All parties understand and agree that the sharing of any information about individual clients and case circumstances will be limited to that information needed for the proper administration of CSO and/or Tribal assistance programs. All parties will maintain signed Authorization to Release Information forms on file, and make these available to one another, as requested.

**12. Mutual Cooperation, Trust and Support:**

It is the intent and commitment of the parties to this agreement to continue to encourage and cultivate a professional relationship, which is positive, cooperative and mutually respectful, between our agencies and our staffs. We believe this spirit of cooperation, mutual respect and good will has been critical to the success of the CTPP program and has resulted in the best service and outcomes for all of our mutual clients.

This agreement may be modified at any time by mutual agreement of the parties.

Margie Hitchcock 12-20-04  
Joseph Pakootas, Chairperson, Colville Tribal Business Council Date  
for

Fritzi Reber 12-30-04  
Fritzi Reber, Administrator, Tri-County CSO Date

Audrey Adams 1/3/05  
Audrey Adams, Regional Administrator, Region 1 CSO Date

Deb Bingaman 1/20/05  
Deborah Bingaman, Assistant Secretary, Economic Services Administration Date

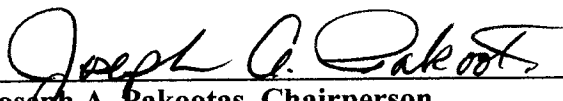
**RESOLUTION**

**WHEREAS**, it is the recommendation of the Education & Employment Committee to authorize the TANF Operating Agreement between the Confederated Tribes of the Colville Reservation Tribal TANF Program (CCTP) and the Tri-County Community Services Offices (CSO) for the implementation of the Colville Tribal TANF Program (CCTP). This agreement is to further strengthen the government-to-government working relationship between all of the parties; and to assure that all of our mutual clients receive the best possible services at all times during the transition and the day-to-day operation of our TANF programs. The Chairperson or designee has authority to sign such related documents as required.

**THEREFORE, BE IT RESOLVED**, that we, the Colville Business Council, meeting in **SPECIAL SESSION** this 16<sup>th</sup> day of December, 2004 acting for and in behalf of the Colville Confederated Tribes, Nespelem Washington, do hereby approve the above recommendation of the Education & Employment Committee.

The foregoing was duly enacted by the Colville Business Council by a vote of **8 FOR 0 AGAINST 0 ABSTAINED**, under authority contained in Article V, Section 1(a) of the Constitution of the Confederated Tribes of the Colville Reservation, ratified by the Colville Indians February 26, 1938, and approved by the Commissioner of Indian Affairs on April 19, 1938.

**ATTEST:**

  
\_\_\_\_\_  
**Joseph A. Pakootas, Chairperson**  
**Colville Business Council**

cc: Education & Employment Committee Chair  
CBC Recording Secretary  
BIA Superintendent  
Dept. or Program: Ricard Tupling, TANF Manager

RECEIVED  
DEC 30 2004  
DSHS  
COLVILLE CSO

# Contract Proposal Signature Sheet

Today's Date: 11/22/04

Date Due: ASAP

Allocated by what Funding Source: Federal XX

Tribal

State XX

Served under what CBC Committee: Education & Employment Division

What Fund Number (include Contract/Grant):

FY: 2004-2007

Company/Vendor Name: Tri County Community Services

Dollar Amount: \$

Administering Program: TANF

Requires Additional Dollars: ☐ Yes ☒ No

Matching Dollars: na

Indirect Dollars Identified:

Summary of Contract content: No cost Operating Agreement renewal for CCT TANF and the Tri-County Community Services Office (CSO) for the implementation of the Colville Tribal TANF Program (CTTP) to identify & transfer tribal TANF cases, share data, provide related food & medical assistance, and to provide other related TANF services through/with the CSO.

## REVIEW and APPROVAL

New Contract/Grant/Subcontract/Consulting:

☒

Contract Renewal: X No cost operating agreement

Modification to Scope of Work:

☐

Addendum to Contract/Subcontract

☐

Ricard Tupling 11/22/04  
Program Manager and Date Required

Charlaine Smith 11/22/04  
Department Administrator and Approval Date Required

1) Debra Zuhle 11/30/04  
Contracting Officer and Approval Date

2) Theresa G. Smith 11/30/04  
Reservation Attorney and Approval Date

3) N/A  
TERO Representative and Approval Date

4) [Signature] 11/24/04  
Executive Director or Designee and Approval Date

Indian Preference: ☐ Yes ☐ No C & U Plan: ☐ Yes ☐ No

Assessment Fee: \_\_\_\_\_

## COMMENTS OR CONCERNS TO BE CLARIFIED PRIOR TO FURTHER PROCESSING

pg 3 sec 4 - What is EPT Card?

Process a requisition for the full contract amount to commit the dollars. For payment you draw down on the same PO# for better tracking.

- Do not submit proposal for the Administrative Signature Review or Council Approval unless this form is completed.
- Required changes must be done prior to final signature submission.
- Sole Source Contract s requires detailed justification to be attached by program manager.
- Executive Director signing authority for routine contracts and litigation modifications \$30,000 (Res# 1998-863).
- Council Committee approval requires types recommendation sheet to be attached to original paperwork.
- Distribution: Original: Contract Officer Copy: Accounts Payable, Program and Contractor
- It is the responsibility of the submitting program to process the signature sheet for completion.

Council Committee: \_\_\_\_\_

Action: \_\_\_\_\_

Date

Original: Contracting Officer

Contract Proposal Signature Sheet  
Revision 1, October 1, 2000